

National Aeronautics and Space Administration

Charter of the
International Space Station Advisory Committee

Establishment and Authority

The National Aeronautics and Space Administration (NASA) Administrator established the International Space Station (ISS) Advisory Committee (the "Committee"). Having determined that it is in the public interest in connection with the performance of Agency duties under law, and with the concurrence of the General Services Administration, the Administrator hereby renews and amends the Committee's charter, pursuant to the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. app.

Purpose and Duties

1. The Committee shall draw on the expertise of its members and other sources to provide advice and recommendations to NASA on all aspects related to the safety and operational readiness of the ISS. Specific areas for review and/or assessment by the Committee may include space flight operations, including rendezvous, proximity operations, and docking procedures; crew, controller and support training; aerospace systems test and verification procedures; aerospace structures, loads, and materials; aerospace medicine, including crew health; program and project management; including space flight safety and mission assurance strategies; the readiness of significant ISS missions; and ISS visiting vehicles and crew. The Committee shall address additional issues and/or areas of interest identified to it by the NASA Associate Administrator (AA) for the Space Operations Mission Directorate (SOMD).
2. The Committee shall conduct independent or joint meetings with counterpart international advisory review groups, including the Russian Federal Space Agency's Advisory Expert Council. The meetings may result in signed summaries of discussion or other joint documents. The Committee shall in no way represent NASA or the United States (U.S.) Government, or conduct foreign relations during any joint meetings with international advisory review groups.
3. The Committee shall function solely as an advisory body and will comply fully with the provisions of FACA.
4. The Committee reports to the NASA AA for SOMD.

Membership

The chair and members of the Committee shall be appointed by the NASA AA for SOMD. The Committee shall consist of 8 to 14 full-voting members. Membership shall be comprised of experts in disciplines that permit the assessment of any aspect of the ISS Program. These experts are special government employees and regular government employees. In addition, consultants or subject-matter experts may be called in on a temporary basis to assist or augment the Committee when unique or additional expertise is required. The term of membership shall be for the duration of this charter. The NASA AA for SOMD shall ensure a balanced representation in terms of the point of view represented and the functions to be performed.

Voting members include persons not employed by NASA, as well as two NASA employees, the NASA Deputy Chief for Safety and Mission Assurance, and a representative from the NASA Astronaut Office. Nonvoting members include other NASA federal employees who may support the Committee. In addition, nonvoting contractor personnel may be utilized to provide technical expertise to the Committee. Members not employed by NASA are unpaid volunteers who are reimbursed for their travel and per diem expenses.

Subcommittees, Task Forces, and Working Groups (WG)

Subcommittees, task forces, and/or WGs may be established by NASA to conduct studies and/or fact-finding requiring an effort of limited duration. Such subcommittees, task forces, and WGs will report their findings and recommendations to the Committee. However, if the Committee is terminated, all subcommittees, task forces, and WG's will terminate.

Administrative Provisions

1. The Committee shall meet approximately three times a year or as required by the NASA AA for SOMD to fulfill its responsibilities. Meetings shall be open to the public unless it is determined that the meeting, or a portion of the meeting, will be closed in accordance with the Government in the Sunshine Act, or that the meeting is not covered by FACA.
2. The Executive Secretary of the Committee shall be a NASA Federal employee appointed by the NASA AA for SOMD and shall serve as the Designated Federal Official (DFO). The DFO will approve or call all of the advisory committee's meetings, prepare and approve all meeting agendas, attend all committee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the official to whom the advisory committee reports.


3. Travel funds for the Committee non-Federal members shall be provided by the NASA Office of External Relations (OER). Travel funds for Committee Federal members shall be provided by their own respective NASA organizations. Travel funds for the Russian Federal Space Agency's Advisory Expert Council members are provided by the NASA Johnson Space Center (NASA-Russian Federal Space Agency Contract NAS15-10110). Operating funds for technical and administrative support, nonmember consultants, subject-matter experts, and their respective travel shall be borne by the NASA SOMD, as required. Operating funds for Federal staff support, including travel, shall be provided by OER.
4. The NASA OER is responsible for the reporting requirements of the Committee.
5. Records of the Committee, formally and informally, shall be handled in accordance with General Records Schedule 26, Item 2 or other approved Agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.
6. The estimated annual operating costs total approximately \$900,000, including 3.6 work-years for staff and contractor support.

Duration

This charter shall become effective upon the filing of this charter with the appropriate U.S. Senate and House of Representatives oversight committees. It shall terminate on September 30, 2010, unless renewed or terminated earlier by the NASA Administrator.



Christopher J. Scolese
Acting NASA Administrator



Date